CONFINENTIAL

Approved For Retense 2003/08/27: CIA-RDP78-04718A000500010038-6

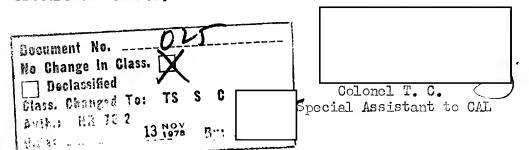
10 April 1952

MEMORANDUM FOR: CHIEF, ADMINISTRATIVE SERVICES, CIA

SUBJECT:

Survey of Shipping and Procurement Procedures

- 1. I do not concur in the recommendations made in the attached survey for the following reasons:
 - a. It violates an established basic principle that to obtain satisfactory transportation service, the Transportation office should be established on the same level as the offices which it services.
 - b. It places responsibility for travel of personnel in one office, and responsibility for shipment of their personal effects and household goods in another. Under no circumstances should these functions be separated.
 - c. It overlooks the fact that within CIA there is an urgent requirement for a fully integrated Transportation office adequately staffed with qualified and experienced personnel to properly service the varied and increasing needs of CIA.
- 2. It is recommended that an analysis of the total CIA Transportation problem be made by personnel presently in CIA prior to any decision to transfer the Shipping Branch to Procurement office.



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